

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
November 18, 2015

Call to Order: Mr. Koster, Vice President, called the meeting to order at 7:30 PM.

Attendance:

Public: None present

Present:

Mr. Alderisio
Ms. Clarkin
Mr. Koster
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf (arrived 7:45 PM)
Mr. Haderler
Ms. Mercadante

Absent:

Mr. Grob
Mr. Lee
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Alderisio to accept the minutes from the October 21, 2015 monthly meeting. *Motion* passed unanimously.

Treasurer's Report:

October 2015 Treasurer's Report:

Mr. Haderler stated that new bank accounts were opened with Boiling Springs Savings Bank in November. Bank reconciliations for the new accounts will start to be distributed next month. The November municipal appropriation was deposited into the new accounts and the December checks will be paid out of them, the old accounts are expected to be closed by the end of the year.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Alderisio to accept the October 2015 Treasurer's Report.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee - absent
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf - absent
Mayor Laforet - absent
Dr. Schoen - absent

Motion passed.

November 2015 Bills for Payment:

Ms. Clarkin stated that there were a lot of books purchased this month. Mr. Haderler explained that staff pace out their purchasing throughout the year and at the end of the year they are encouraged to place orders early in preparation for closing out the year.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Clarkin to approve the November 2015 Bills for Payment.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee - absent
Mr. Spiech - yes
Mr. Wendrychowicz - abstain
Mr. Wolf – absent
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

2016 Preliminary Budget Draft:

- Mr. Haderler stated that the format for the 2016 preliminary budget is the same as previous years, it is a draft budget since there are a few items that need to be finalized. The items that need to be adjusted next month include gross payroll, the retirement and insurance line, under utilities the gas and electric since the MRESC rates for gas and electric went up slightly for next year. In addition, the HVAC maintenance and repair contract will likely go up since the contractor that we previously used was taken over by another company that we have not been satisfied with. A RFQ was sent out for HVAC service and maintenance for next year and is likely to increase. A revised budget will be presented at the December meeting.
- Mr. Haderler mentioned that he received the 2016 medical benefit rates and they were significantly lower than current year. Ms. Clarkin asked if the library pays the full insurance premium for retirees over 65. Mr. Haderler stated that the premium paid for medical insurance by the library for a retiree is the same as it is for an active staff member, whether or not they are 65 or over. Mr. Haderler stated that only one active employee will be eligible for post-retirement insurance. According to the new medical benefits policy adopted this spring, a cash subsidy will be paid directly to future retirees to purchase their own supplemental insurance. Employees hired after the date that the policy was established (5/1/2015) will not receive any post-retirement medical benefit.
- Mr. Wolf remarked that there are two items to be aware of with regard to how the budget ties into the forthcoming strategic plan: One is setting aside funds for major capital repairs, such as HVAC replacement, since we do not have funds set aside in the strategic plan. Second, there are a few strategic items in the operating budget that were done in anticipation of completing the strategic plan. Mr. Haderler explained that there is money for a part-time publicity person and a part-time tech aide. There is more money in staff development to provide for a well-developed staff that are able to answer any question. Additionally, there is a slight shift in money from collections to programming.

- Ms. Clarkin stated that revenue should go up slightly next year as a result of accepting credit cards. Mr. Wolf stated that the majority of library revenue comes from the 1/3 of a mil and there may be a cushion due to the lower cost in the health benefits.
- Mr. Wolf reviewed the 2016 Capital Budget and stated that the Library does not have enough capital funds left for HVAC replacement. He believes it is prudent to put something in the capital budget for HVAC replacement. Mr. Spiech agreed, stating that we should have a priority list and that it is prudent to set aside \$10,000 to \$15,000 each year for HVAC and start building a reserve, the roof has been done and the parking lot is the next big capital repair. Mr. Wolf stated that he would need to look at the cash flow to determine if there is cash that we can consider moving to the capital account. After discussion and agreement by the board to set aside funds for the HVAC, Mr. Hadelers stated that he would add \$10,000 a year for HVAC reserve to the capital budget.
- Mr. Wolf stated that all the projects listed are items in the strategic plan that we want to do, the quiet study rooms were a priority in the last strategic plan and now there remains an open space. Mr. Hadelers stated that we did not proceed with the quiet study rooms because the quotes for the HVAC came much higher than budgeted. Since completing the quiet study rooms is still a priority, Mr. Hadelers is going to contact John Montoro to discuss our options with using small split systems/ductless systems where we can have one small unit just for the rooms, hopefully lowering the cost of the project. Mr. Hadelers believes that we can lower the cost of the quiet study rooms by \$40,000 and set aside the money saved for the HVAC reserve.
- Ms. Clarkin questioned if the Town needs to assist with the larger capital projects. The board discussed that historically the Town has not helped with capital projects. However, Mr. Koster stated that if a capital repair was needed for which the funds were not available, the Town would need to allow the library to get a loan for the repair since the building is owned by the Town. Mr. Spiech stated that the assessment of the Town has gone down and the library is not in a position to raise the rate in order to improve funding. The board discussed that it may be time to begin steps for a referendum for improved municipal funding. Mr. Hadelers stated that the enabling legislation that will allow for a referendum on increasing the millage rate has not passed and the last he heard about it was that it is back in committees. He agreed to inquire about where it is now. Mr. Wolf stated that we have a strategic plan with input from the community that supports the direction we want to take, now we have to figure out how to fund the strategic plan.
- Mr. Spiech questioned if the annual transfer of funds from was reviewed for this year and if we know if there will be a surplus for this year. Mr. Hadelers stated that we will know by the end of the year if money should be transferred to the capital account. Mr. Wolf stated that the operating balance will be approximately \$400,000 in December, the high point of our cash flow, but this cash balance will need to carry us through until the next municipal appropriation in February. Mr. Hadelers will review the cash balance with the accountants at the end of the year.
- Mr. Hadelers reiterated that the forthcoming strategic plan will focus more on personnel, developing core competencies and on having great customer service rather than money for a lot of building projects. Mr. Wolf stated that according to the strategic plan we are moving to more on-line resources that will lower the 12.5% for library materials to use for other things. Mr. Hadelers stated that the material budget for 2016 was lowered to 12.1% to allow us to bump up programs to about 3.4%, increasing money for teen, adult, children's and ESL programming.

President's Report:

Director's Report: Mr. Hadelers stated that the following items are in addition to his monthly report.

Library Operations

- We are now a Leap beta tester, which is the next generation of Polaris client. Staff are very enthusiastic about the new client and think it is much easier to use than the traditional Polaris software.

- We will begin a new fax service and the equipment should be here soon.
- After school within the library there have been a few incidences involving kids where they needed to have their parents notified and/or banned for a few weeks. Also, recently there was an incident that took place after school on the soccer fields behind Joyce Kilmer, the police were notified. In response, the police came out and requested that we send out a letter to parents reminding them that the library is not free daycare and that we do enforce the code of conduct. Mr. Haderler stated that he drafted a letter to parents that was delivered via the schools.

Budget & Finance

- The new bank accounts have been finalized.
- Accepting credit cards for fines, fees and other library charges should start by December 1st.

Personnel

- Lori Milach has done a superlative job, she is getting to know the staff, the community, getting out to the schools and has already mapped out programs for January, February and March.
- Scott Merlino is back from unpaid leave of absence. Barry Kelleher will continue on helping with room set-ups while Scott resume various projects he started before taking leave.
- The first round of interviews for the supervising librarian position are complete and the second round of interviews will take place tomorrow.
- The library's holiday luncheon will be on Thursday, December 17th at 1:00 PM in the library.

Committee Reports:

Strategic Planning Committee

- Mr. Haderler stated that we received over 1,000 responses to the survey as compared to the 300 responses that were received from the 2011 survey. The survey analysis is interesting but the narrative responses were very telling, both positive and negative.
- Ms. Clarkin noted the comment about Mahwah residents being allowed to enter first when there is a Sunday afternoon program. Mr. Haderler stated that this issue also came up this past Sunday at a program that we were well over capacity and some residents were turned away. Mr. Haderler stated that he would very much like to have pre-sale tickets for Mahwah residents, where the week before the event they could come in and pay \$2 which would secure them a seat. As many tickets that were pre-sold we would hold those seats and the day of the concert after those people were seated we would have general admission. Ms. Spiech stated that he agrees with the tickets for Mahwah residents but does not agree with charging a fee. Mr. Haderler stated that the fee is for reserving a seat, the concern is if we do not charge a fee for tickets the risk is that seats would be reserved for no shows and out of the forty concerts we have there is an issue with ten of them. The board discussed the issue and agreed to continue the discussion further at the next meeting. Mr. Haderler agreed to find out what other libraries are doing that have a similar problem.

Buildings & Grounds:

Monthly Statistical Reports: The November 2015 statistical reports were acknowledged.

Old Business:

New Business:

Room Rental Policy - Mr. Hadelar stated that the room rental policy was included in the board packet to consider altering the policy to bring in more rentals after discussing the issue at the meeting in October.

- Mr. Wolf questioned the room rental fees paid by individuals. Mr. Hadelar clarified that individuals pay the same rate as for-profits in Mahwah because they are not a 501(c)(3).
- Mr. Spiech questioned on page 35, section 3.5, if they break something can we put in there something that if they break something they need to replace it as part of the contract between the renter and the library. Mr. Hadelar stated, in other words you are going to hold the renter liable for any damage.
- Mr. Hadelar stated that if you would like to have more businesses come in you can remove section 2.1 and allow business organization to charge people to attend their programs and workshops. He stated if you want to encourage community use you can reduce or eliminate fees for not-for-profit based organizations based in Mahwah. The board considered the proposed revisions to the room rental policy. Mr. Koster suggested making temporary changes and getting the word out and determine if it affects room rentals.

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz to take a straw poll that we will not change the room rental policy.

Roll Call:

Mr. Alderisio - opposed
Ms. Clarkin - opposed
Mr. Koster - opposed
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf - yes
Mr. Grob – absent
Mr. Lee – absent
Mr. Laforet – absent
Dr. Schoen - absent

Motion fails.

Mr. Hadelar stated that we will keep the room rental policy as is but reminded the board that the room rentals are not a priority and they will not be a big revenue item if there is only one or two room rental a month.

Resolution Authorizing the Use of a Procurement Card - Mr. Hadelar stated that the board has made it clear that they do not want individuals using personal credit cards to make purchases for the library, but there are some expenses that can only be paid with a credit card, such as the “doing business as” (DBA) certificate which required use of his personal credit card this month. Mr Hadelar proposed using a procurement card as an alternative. Procurement cards look like credit/debit cards, but offer more controls behind the scenes than a regular credit card. Municipalities and libraries in New Jersey cannot use credit cards but they can use procurement cards. Mr. Hadelar presented a resolution authorizing the library to use a procurement card for specific purchases. For reporting purposes any use of the procurement card can be listed as a separate line in the monthly bills for payment.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to approve Resolution 2015-14 authorizing the use of a procurement card.

Roll Call:

Mr. Alderisio - yes

Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee - absent
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Trustee Education: Mr. Wendrychowicz stated that the room rental discussion is similar to the BCCLS meeting he attended in that it was about Friends groups and how many groups spend a tremendous amount of time to raise relatively small amounts of money. He gave the example of a Friends group that worked on a book sale which raised approximately \$2,500 and felt that a friends group would best be used for large capital projects.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on December 16, 2015 at 7:30 PM. The Library will close at 1pm on Thursday, December 17, for a staff holiday party.

Adjournment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to adjourn the meeting at 8:52 PM.

Respectfully submitted,

Angela Clarkin
Secretary